

Appendix B

Commonwealth of Virginia Database Index Reporting Form					
1.	Public Body Name & Numeric Code:	Dept. of Criminal Justice Services (00140)	4. Point of Contact: Robert Mosolf		
2.	Database Title:	Breath Alcohol Equipment	5. Phone Number: (804) 225-3196		
3.	Database Acronym:	Breath Alcohol	6. Signature & Date: <i>Elizabeth W. Hancock 7/14/98</i>		
<p>7. Database Description and Contents: <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i></p> <p>The Division of Forensic Science of DCJS is responsible for calibrating all Breath Alcohol Analyzing equipment within the Commonwealth. This PC data base was developed to track the location of this equipment within the state and the date of its calibration by division technicians. Periodic and scheduled calibration is required for each analyzer. Equipment information, such as, serial number, agency location, date of last calibration, technician ID, date due for re-calibration, date received for calibration, date returned after calibration, etc., are maintained by the system. Additionally, the system generates "re-calibration reminders" to agencies.</p> <p>The Breath Alcohol system is a Microsoft Access 2.0 data base application.</p> <p>Information from the data base is restricted to court subpoenas or requests from attorneys representing individuals charged with DUI related offenses per Code of Virginia, Section 9-196.12.</p> <p><i>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i></p>					
<p>8. Date of Last Update: July 17, 1998 9. Frequency of Update: <input checked="" type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:</p>					
<p>10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>a. <u>Format</u></p> <p>Not Applicable</p> </td> <td style="width: 50%; vertical-align: top;"> <p>b. <u>Cost</u></p> <p>Not Applicable</p> </td> </tr> </table>				<p>a. <u>Format</u></p> <p>Not Applicable</p>	<p>b. <u>Cost</u></p> <p>Not Applicable</p>
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Send completed form to the Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97